

## **Records Request Form – Probates**

**Mail To:**

Williamson County Archives  
P.O. Box 1006  
Franklin, TN 37065-1006

Please call 615-790-5462 and select  
Option 1 if you have questions about  
your request.

**Please fill out the following information. Probate files can include wills, inventories, and other estate settlement documents. Search our online index for references to specific probate records.**

**Patron**

Name\_\_\_\_\_

Address\_\_\_\_\_

City/State\_\_\_\_\_

Zip Code\_\_\_\_\_

Phone Number\_\_\_\_\_

Email\_\_\_\_\_

**Probate Requested (Please request 1 file per form)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Information to Aid Search, e.g. spouse's name, names of children, date range**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment & Mailing**

-Each request is \$5.00.

-Requests include 20 pages. Additional pages are \$0.15 per page.

**\*Please call the Archives before sending payment to ensure the amount is correct.\***

-Make checks/money orders payable to the Williamson County Archives.

-Mail the Records Request Form and check/money order to the mailing address above.

-The probate records will be mailed to you after payment and the Records Request Form(s) have been received.

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**Internal Use Only**

Staff Initials\_\_\_\_\_

Date Received \_\_\_\_\_

☐

Email

☐

Mail

☐

Online Form

☐

Phone

Date Payment Received\_\_\_\_\_

Date Patron Notified\_\_\_\_\_

Date Delivered\_\_\_\_\_

Method of Delivery\_\_\_\_\_